

**Commonwealth of Virginia**  
**Database Index Reporting Form**

**1. Public Body Name & Code:** Department of Game and Inland Fisheries - 0403

**2. Database Title:** Voucher System

**3. Acronym:** VOUCHER

**4. Point of Contact:** MOORE, JOHN

**5. Phone Number:** (804) 367-0309

**6. Signature:**



**Date:** 6-12-2008

**7. Database Description and Contents:**

- 1) Expenditures Non-PO, Non-Invoice: Process transactions for agency requiring a check, but are not vendor payments (administrative processing).
- 2) Expenditures Amex: Support AMEX bill payment from CARS holding purchase verification to MMI file creation.
- 3) Expenditures Non-PO, Invoice: Process transactions to pay vendors who do not require a Purchase Order (subscriptions, rent, etc.)
- 4) Expenditures PO, Invoice: Invoice processing system and voucher creation that involved matching, batching and release of voucher to CARS MMI.
- 5) Deposit Certificates Data Entry: Both manual and automation, connected to Deposits application
- 6) Agency Vendor Table Support (CARS Dependency): Enter and maintain vendor payment, billing and 1099 reporting information.
- 7) Administrative Support Functionality:  
CARS Download Reconciliation and operational data review. Batch creation, review and MMI file interface creation tools. Voucher System Security: includes support tools and SQL Server security interface

It is part of the Comprehensive Financial Information and Reporting System (CFIRS) Database.

Note: The database contains data fields to which public access may be restricted. Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the department. Please contact the point of contact noted in Item 4, or Kathy Graham, DGIF IT Service Manager of Administration Services at (804) 367-0272, for further information. Please refer to Frequency of Update if Date of Last Update is blank. See Database Description and Contents above for more information.

**8. Date of Last Update:**

**9. Frequency of Update:** As Needed

**10. Formats Available and Schedule of Fees:**

Formats Available : CSV is the format most commonly requested and provided. Any other formats that DGIF uses in the regular course of business also available on request.

Schedule of Fees : For all databases the cost to the requester is the actual cost incurred by the agency in searching for, duplicating, or supplying the database, as allowed for in Section 2.2-3704 (F) of the Code of Virginia (the Virginia Freedom of Information Act), or a lesser amount as determined by DGIF. Related tables (e.g. code tables) are included at no extra charge.

The formats for queries against geographic and land map images vary, and the costs for such map images of areas greater than 50 acres vary as allowed for in Section 2.2-3704 (F). Contact database owner for more information.